

Capital Region Workforce Partnership (CRWP)
Workforce Innovation and Opportunity Act (WIOA)
Administrative Policy/Guidance #121

Subject: Receipt of Court Papers

Date: May 15, 2023

Purpose:

To set parameters for the receipt of any court-related papers delivered by an officer of the court, sheriff's office or processor.

Background:

- 1) The Capital Region Workforce Partnership (CRWP) is a unit of Henrico County government, and serves as the lease holder for Virginia Career Works Centers established under the Workforce Innovation and Opportunity Act of 2014.
- 2) The CRWP is further designated in governance documents of the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Richmond City as staff to the Capital Region Workforce Development Board and authorized as such to carry out duties of the Board under the WIOA.
- 3) Under WIOA, a variety of agencies and organizations are required to or determine it advantageous to locate their staff in the Virginia Career Works centers operated by the CRWP.

Policy Statement:

- 1) Under no circumstance is any employee, regardless of employer, permanently stationed in or otherwise assigned to work in a Virginia Career Works center authorized to receive, accept or sign for court papers delivered by a sheriff's office, processor or officer of the court unless they are the named individual on the papers.
- 2) Should an employee be approached to accept such papers as described above and not be the named individual, then they should direct the server to the center navigator. The navigator will reach out to the employee named on the papers to see if he or she is available to accept service. Should the employee named on the papers be available and stationed onsite, he or she will come to the front desk to accept service. Should the named individual be unavailable, then the navigator will inform the server that the named individual is unavailable and will have to try and serve the papers at another time. If the named individual is stationed at a location other than where the papers are initially served, the Navigator shall provide the server with the appropriate address to directly deliver the papers.